Finding Reports on the AFCIS Web Site

Karl Gerhards USAFE
Larry Faems AFCIS

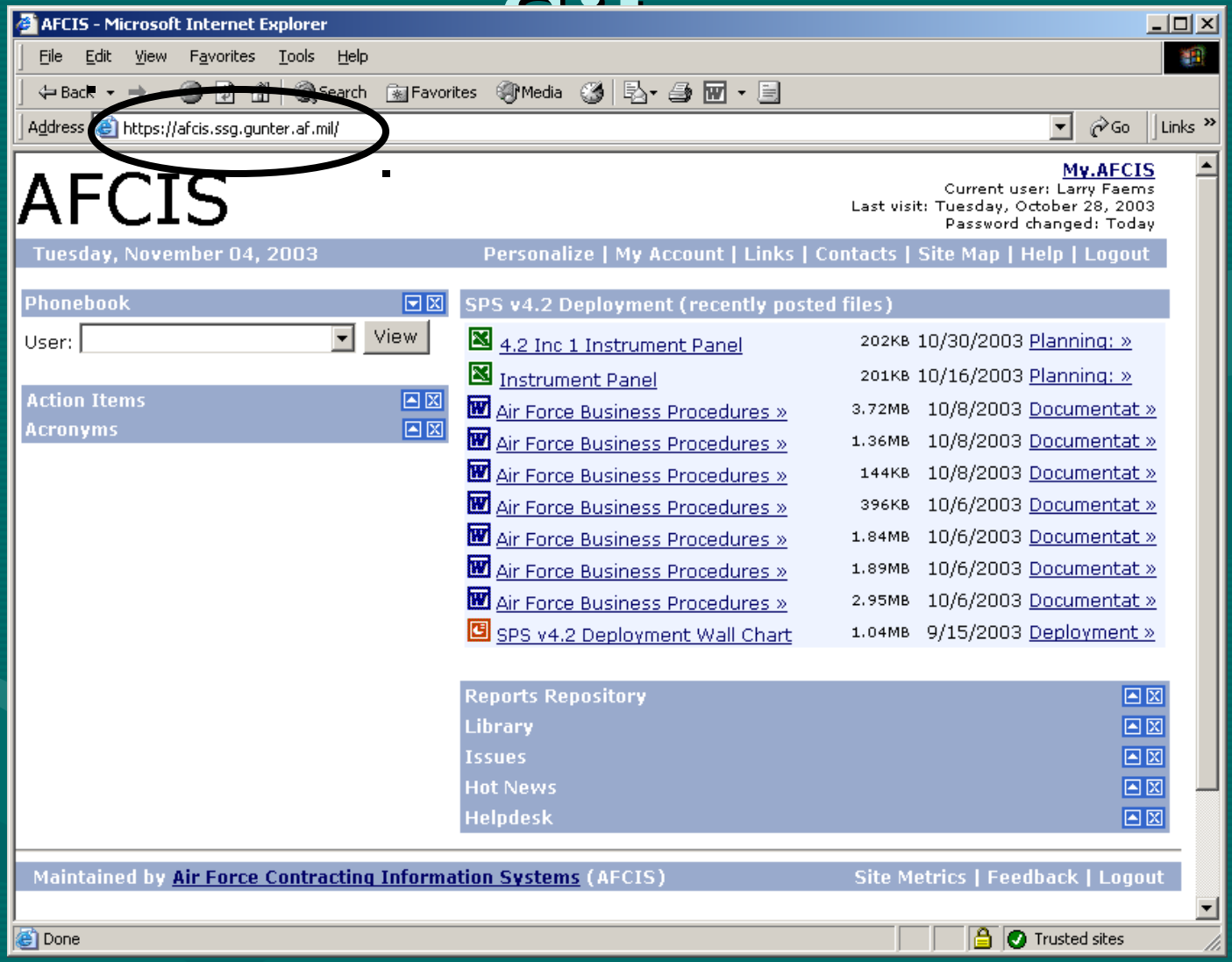
Reports are created by

- The AF Reports Working Group (RWG)
- Members include a representative from each MAJCOM
- RWG creates reports as a committee and tests them at each rep’s site for accuracy and improvements

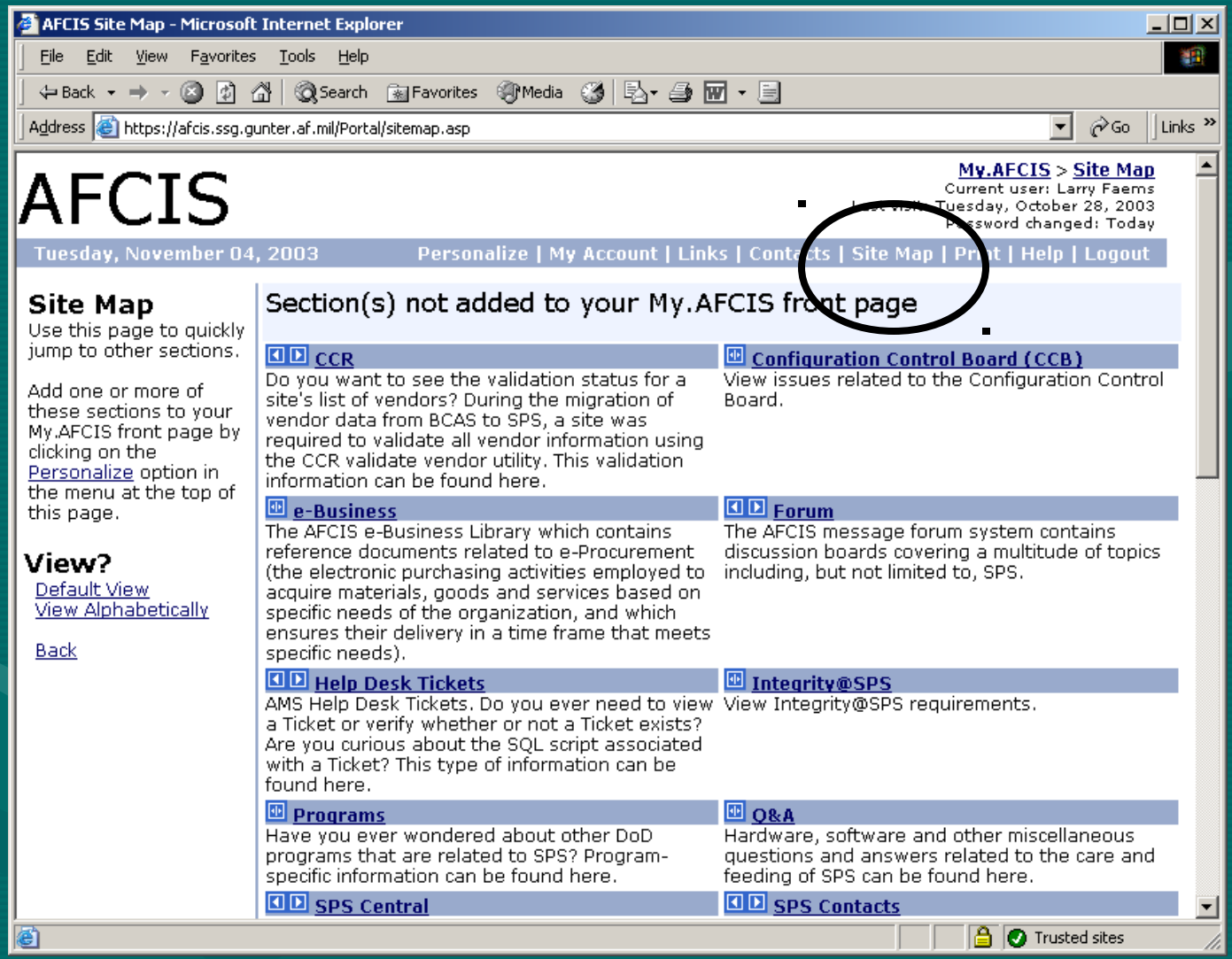
Where do you come in?

- You download the reports from the AFCIS site
- https://afcis.ssg.gunter.af.mil/
- You select the report you want
- You confirm which catalog the report runs against and that you have that catalog loaded
- You run the report

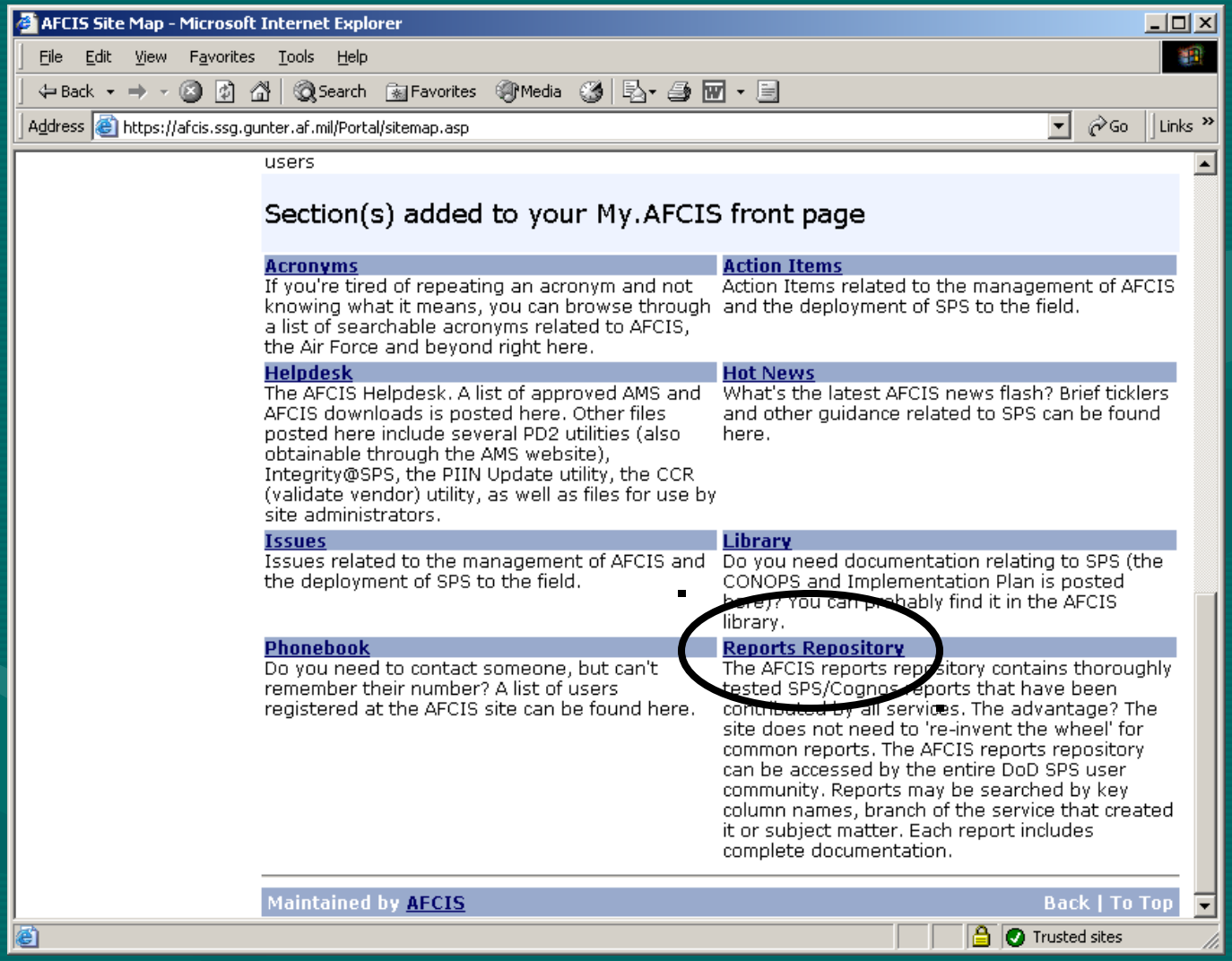
Log into the ACFIS Web Site



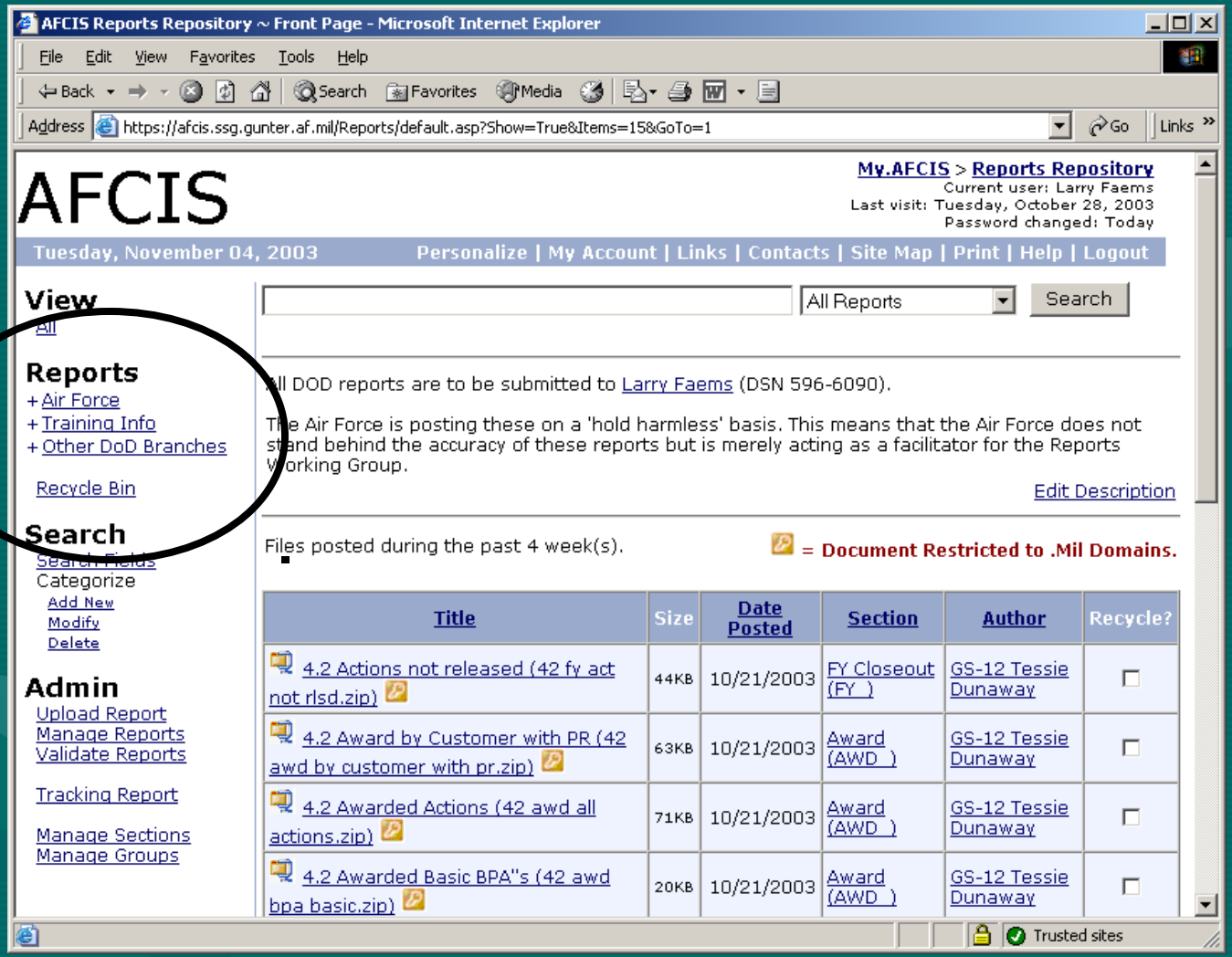
Click on the Site Map



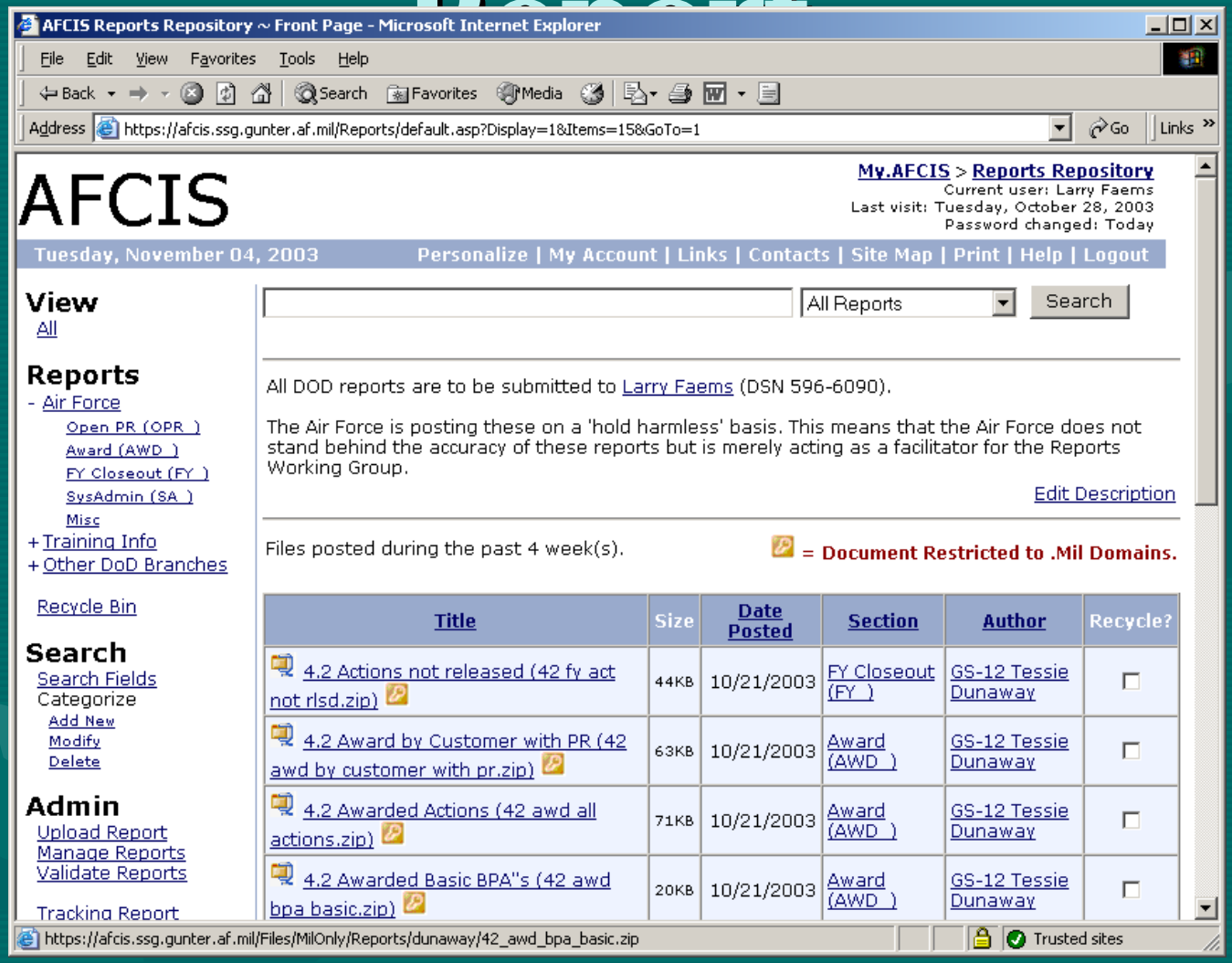
Scroll to the Bottom



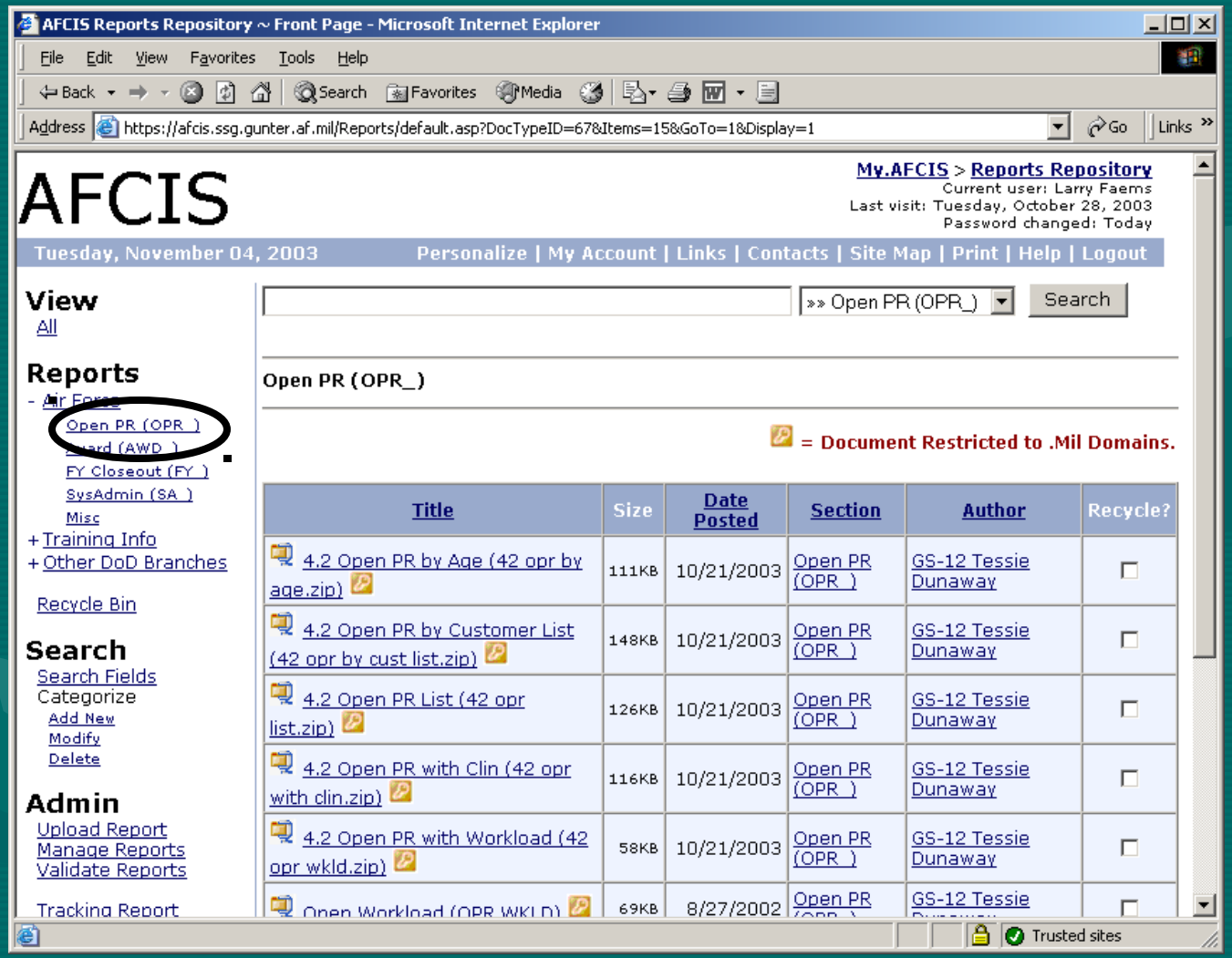
Reports appear



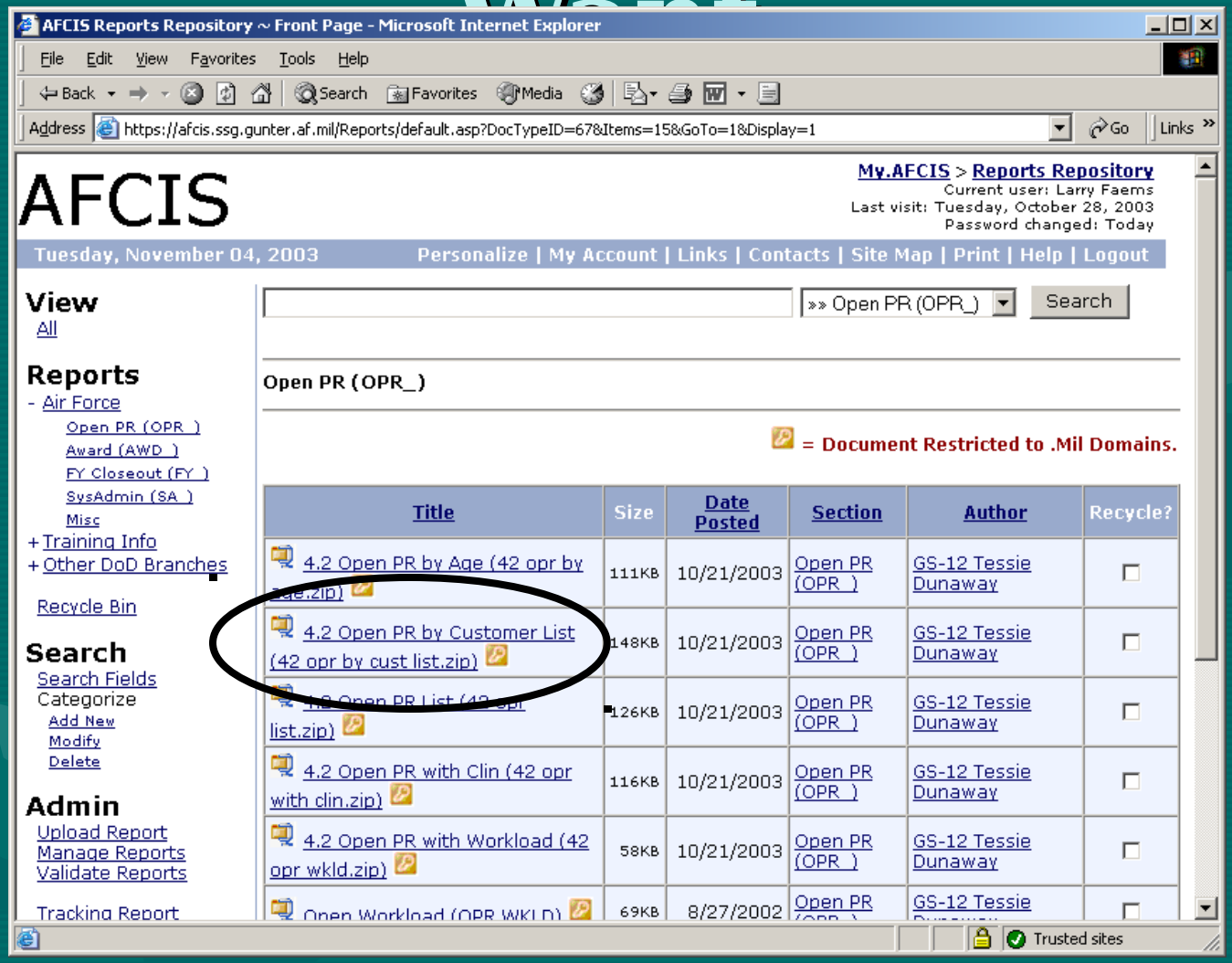
Choose the Type of Report



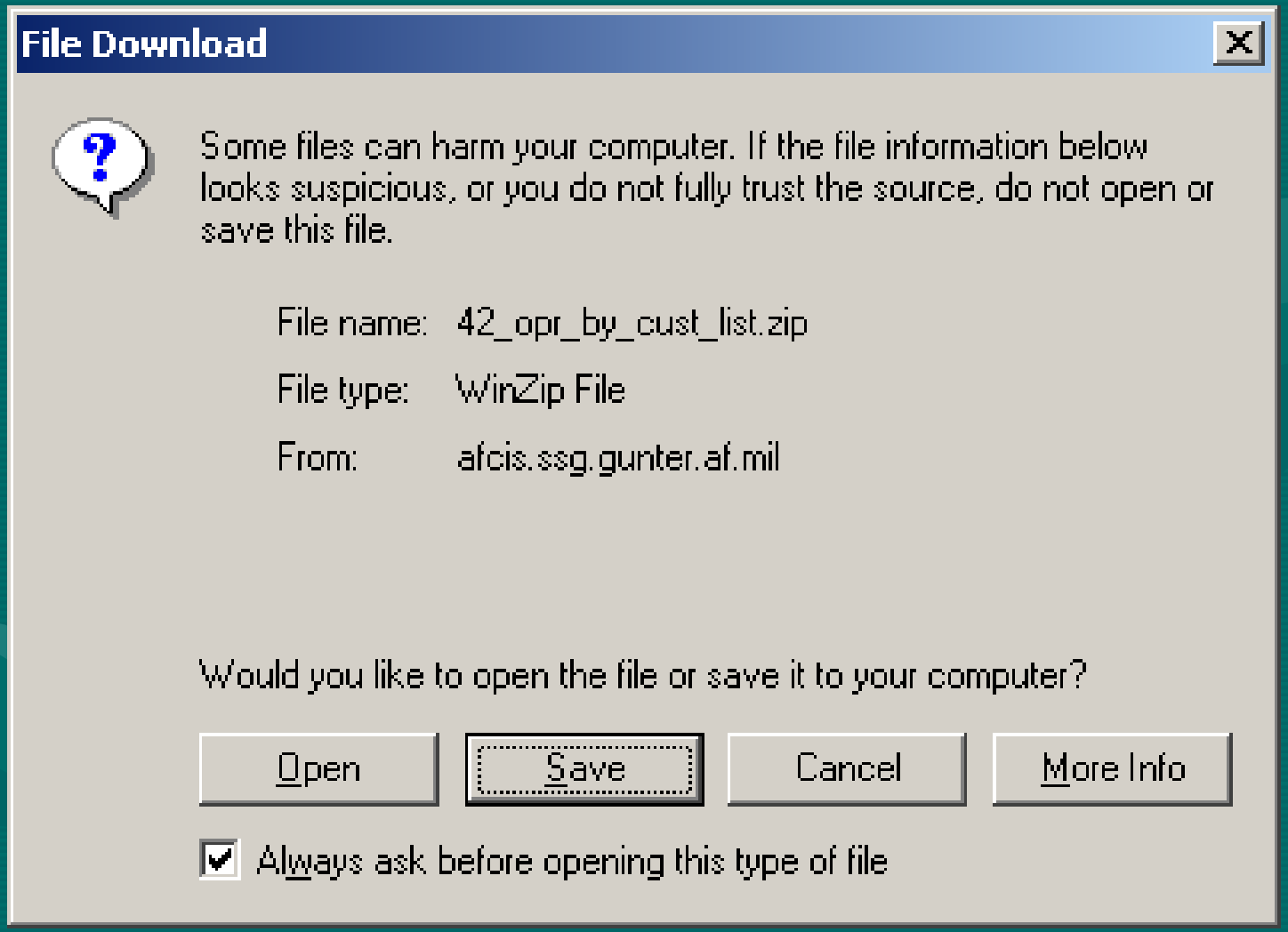
Here's the OPRs



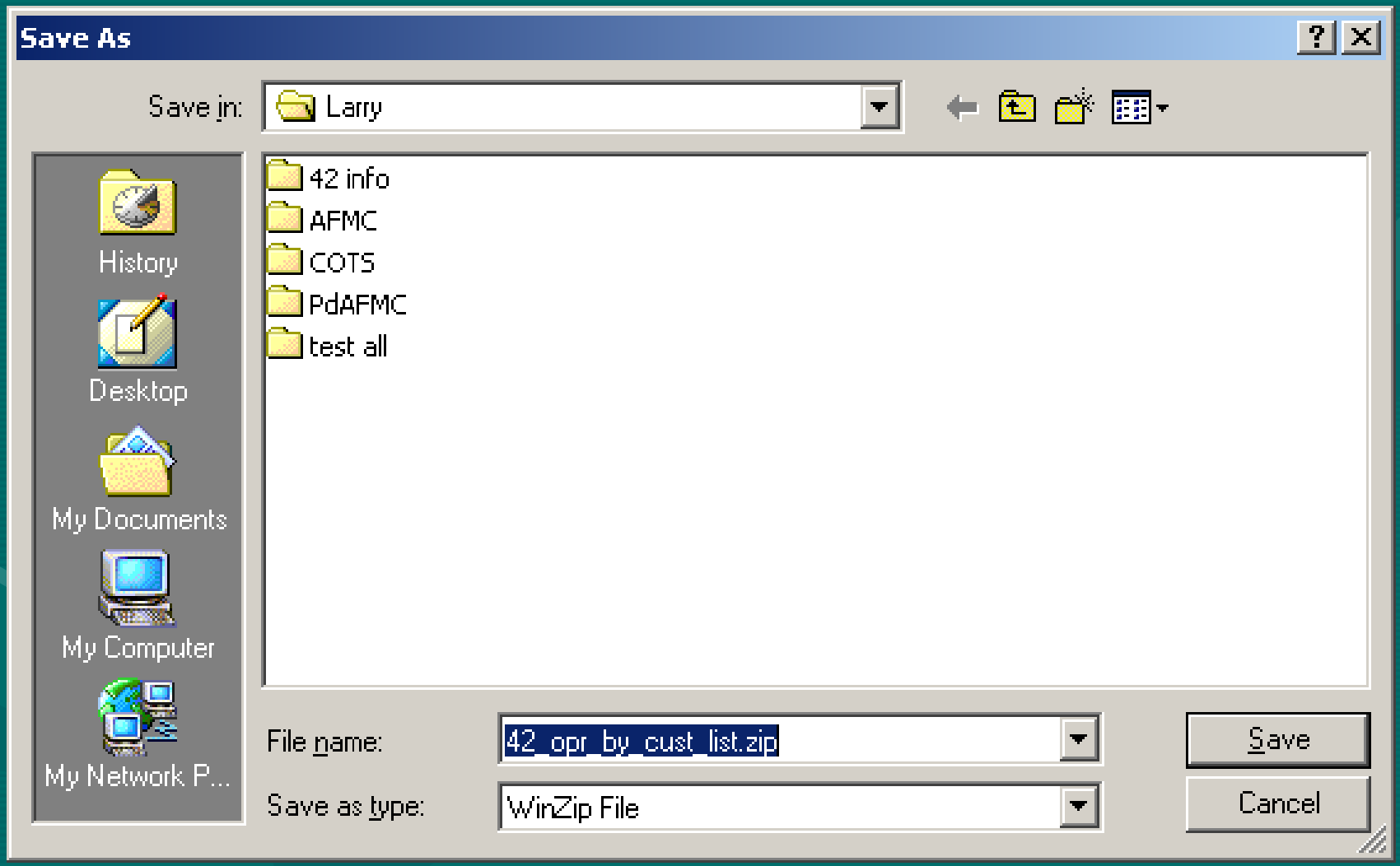
Click on the Report You Want



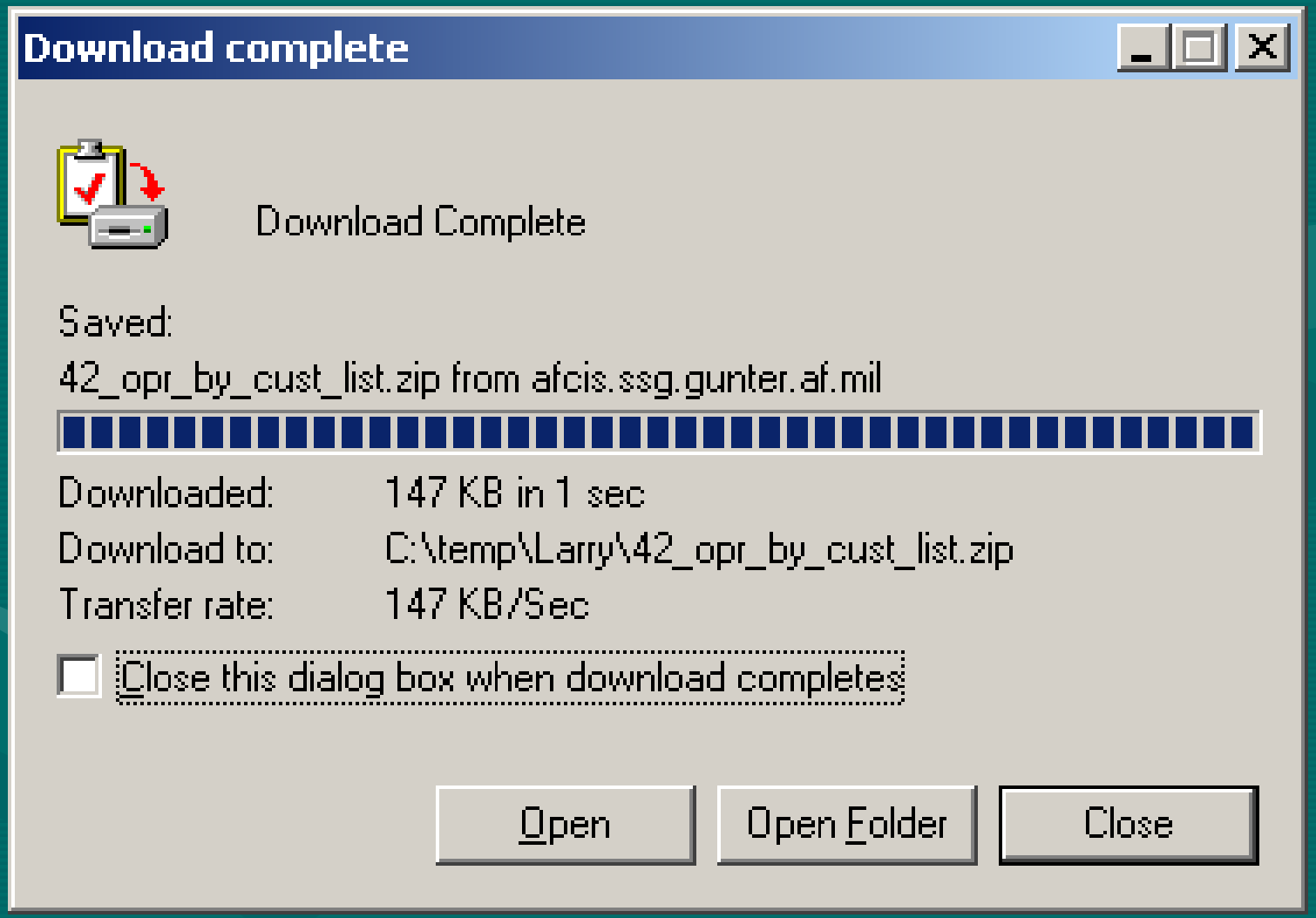
Decide Where to Save It



Save It


Save As
Save in:
Larry
42 info
AFMC
COTS
PdAFMC
test all
History
Desktop
My Documents
My Computer
My Network P...
File name:
42_opr_by_cust_list.zip
Save as type:
WinZip File
Save
Cancel

It is Saved


Download complete
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Saved:
42_opr_by_cust_list.zip from afcis.ssg.gunter.af.mil
Downloaded: 147 KB in 1 sec
Download to: C:\temp\Larry\42_opr_by_cust_list.zip
Transfer rate: 147 KB/Sec
Close this dialog box when download completes
Open
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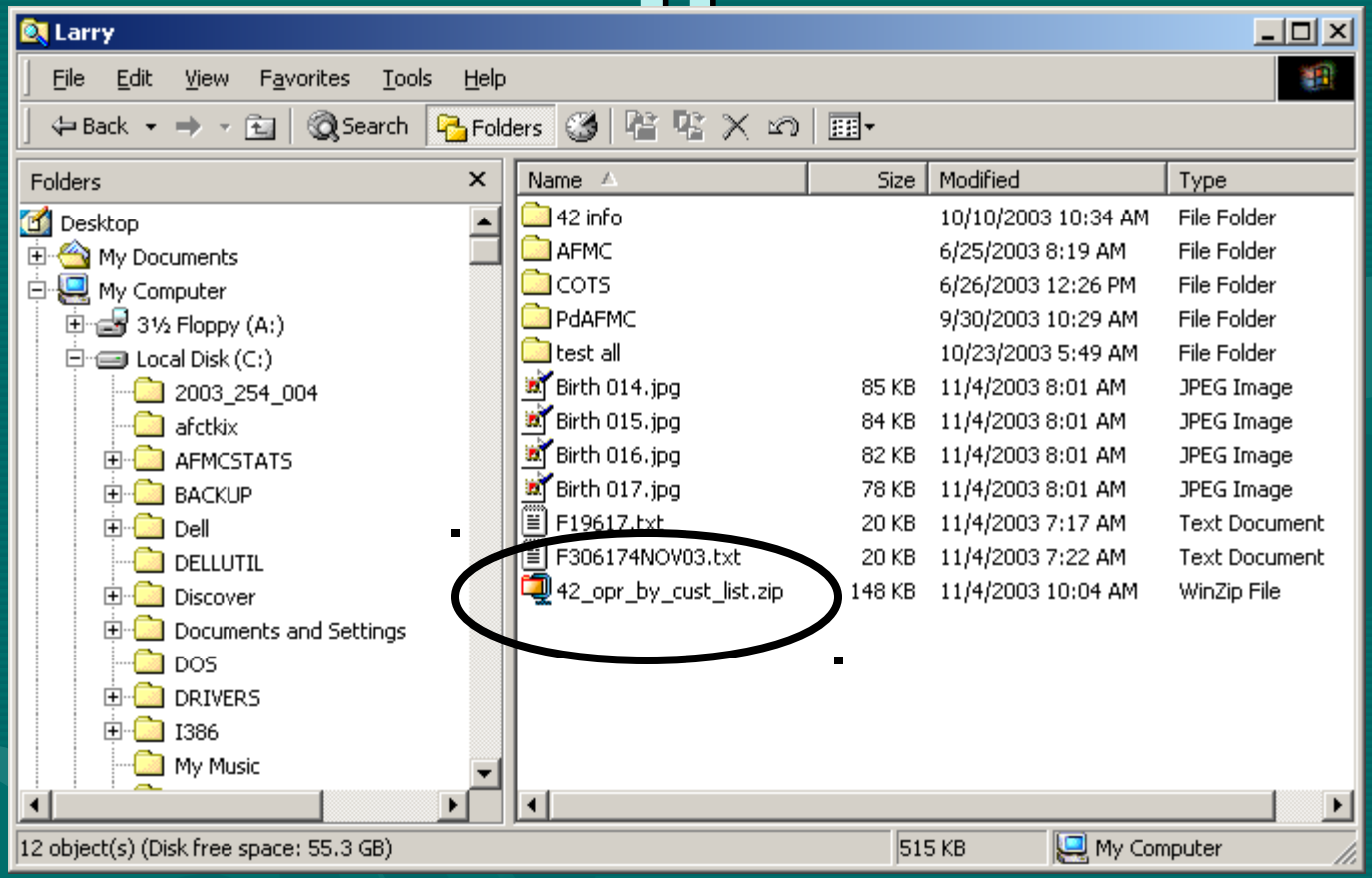
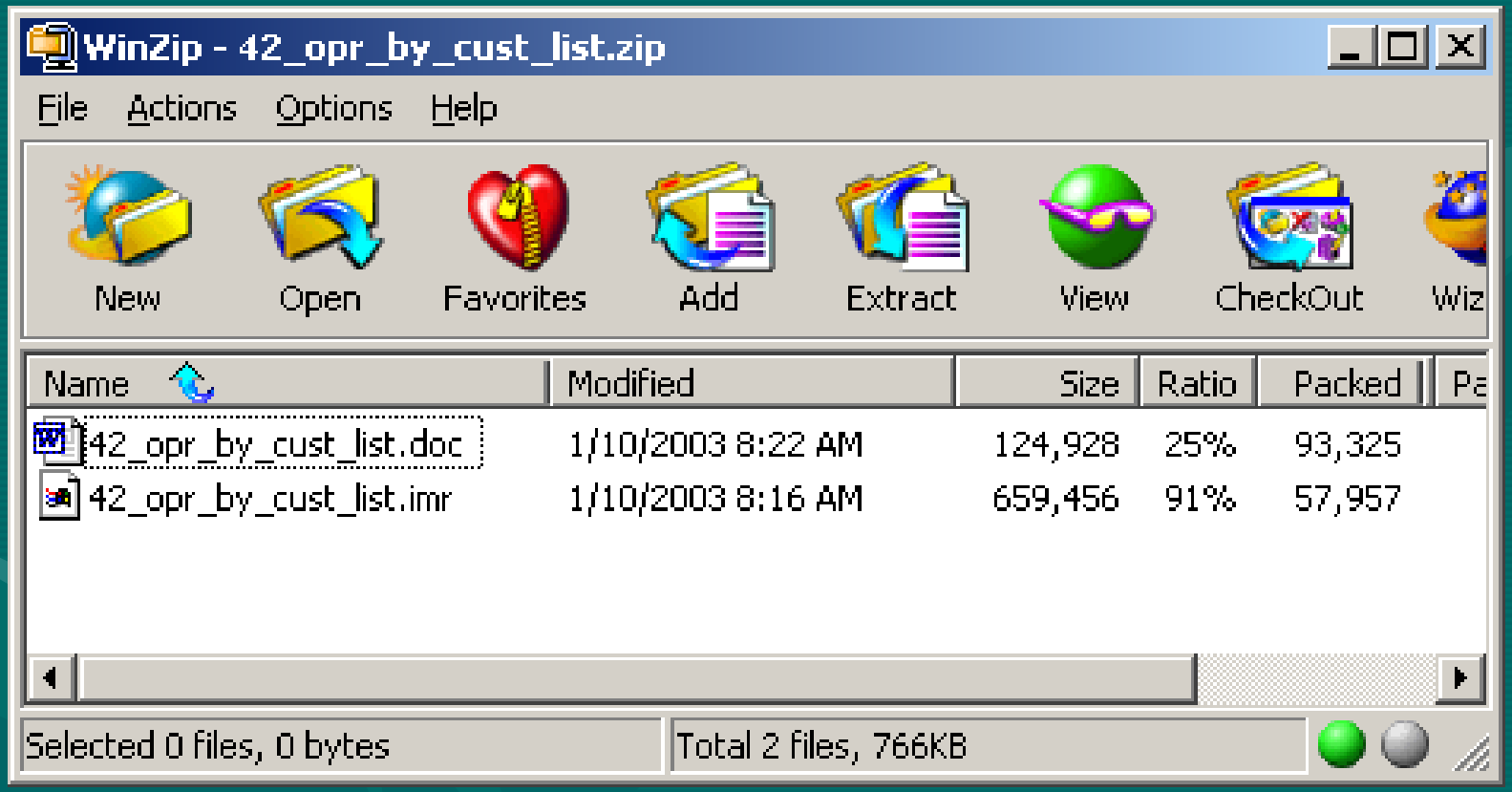
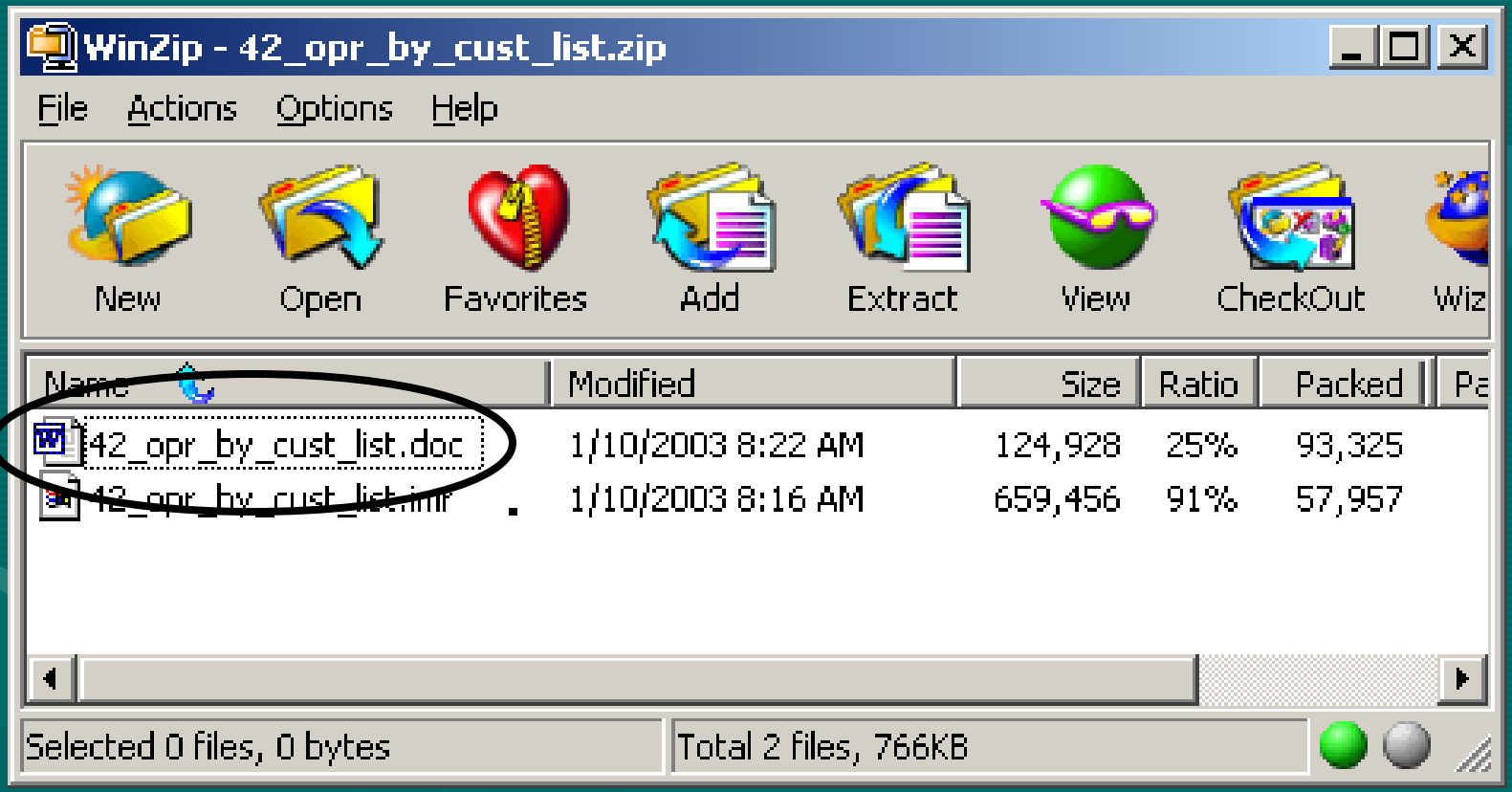
Find the File and Unzip It



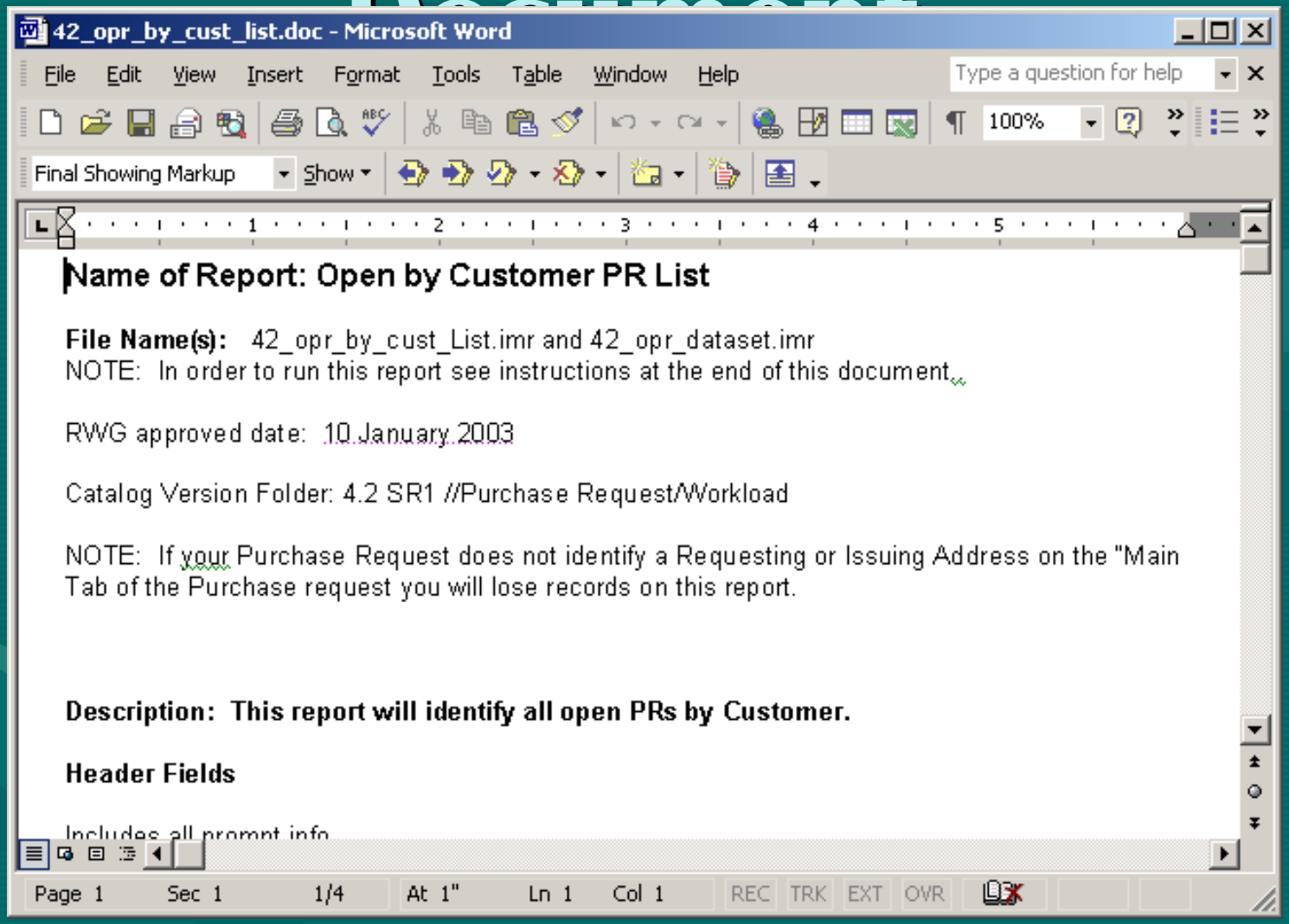
Note That There is a Word Document and an .imr



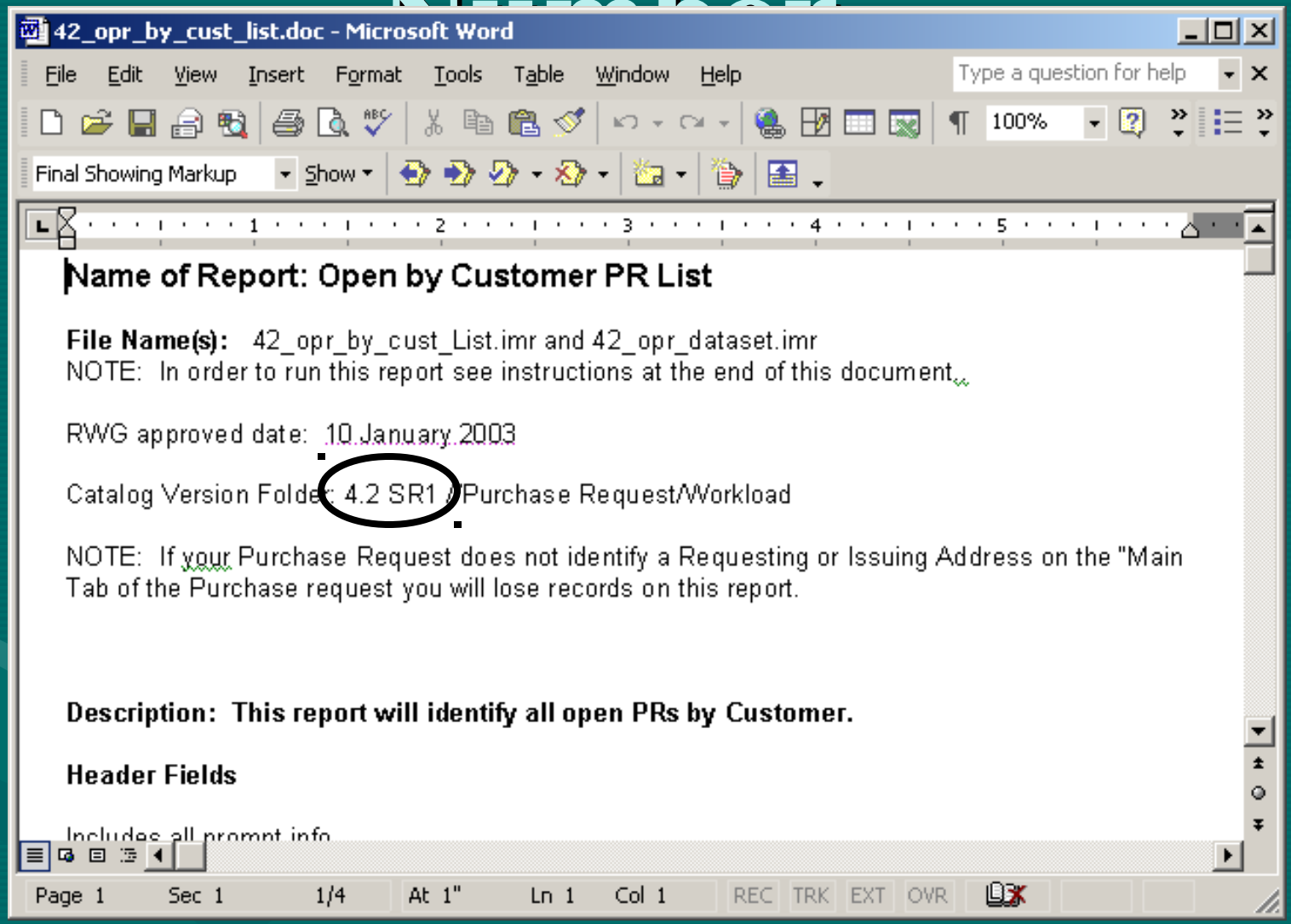
Read the Word Document



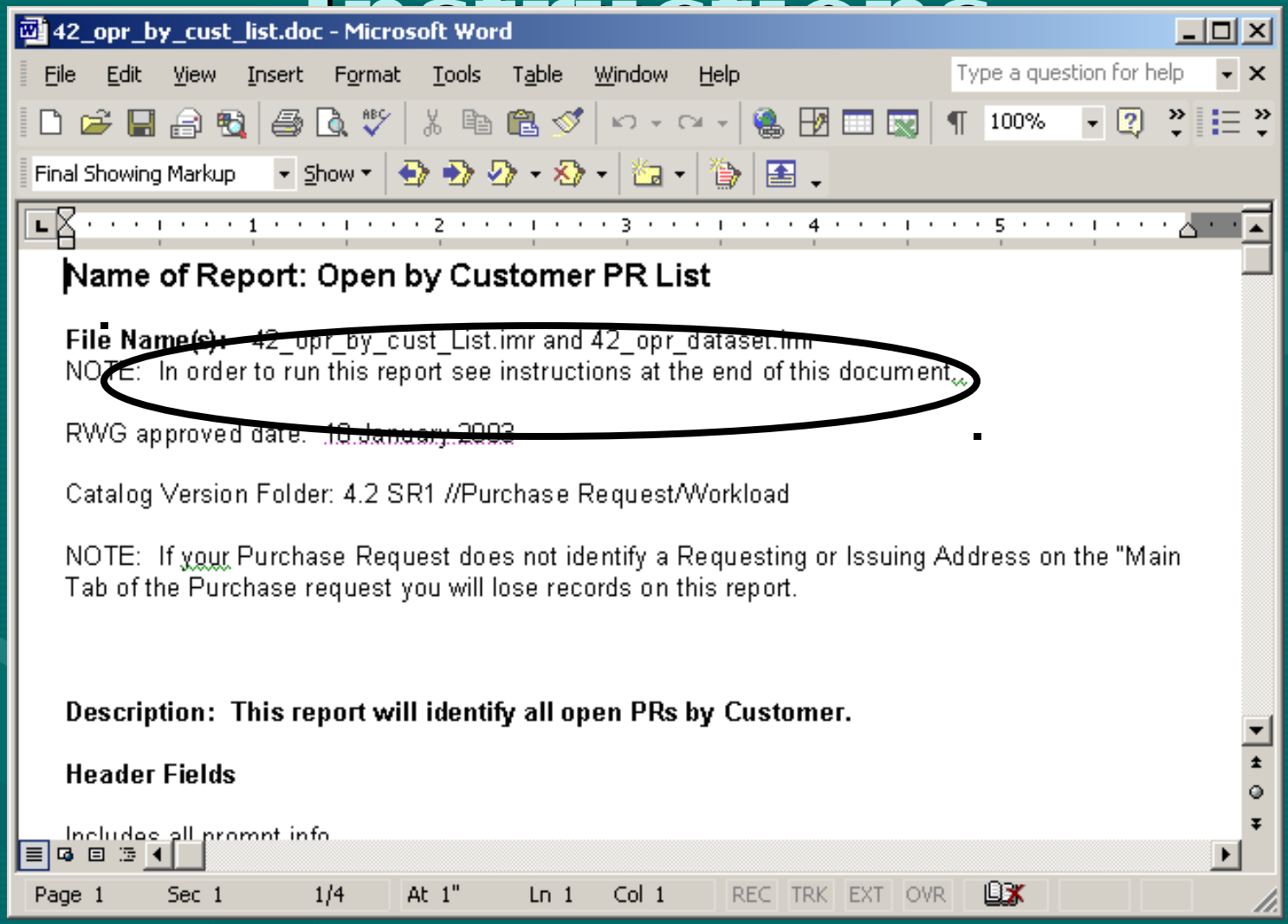
Open the Word Document



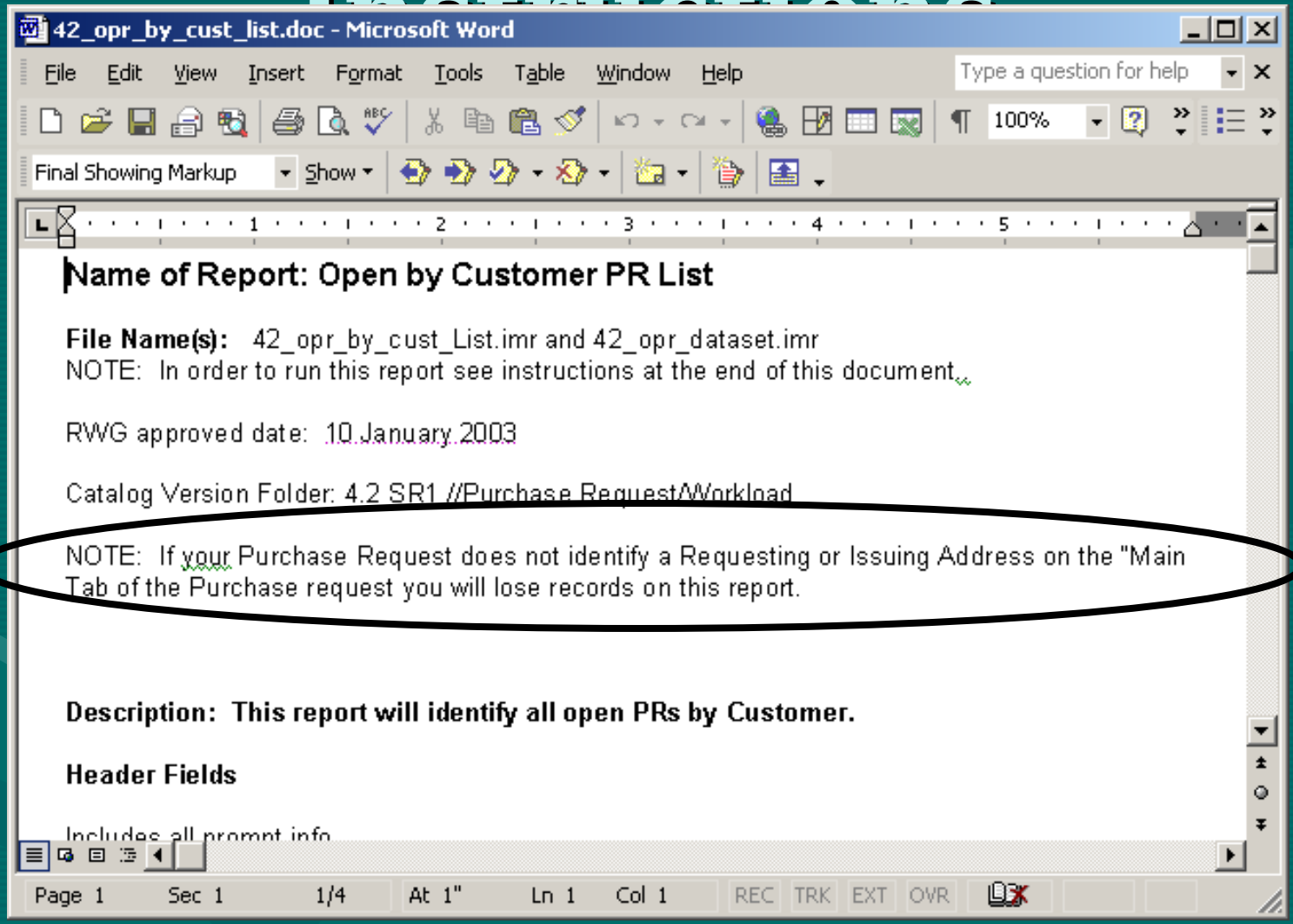
Note the Catalog Number



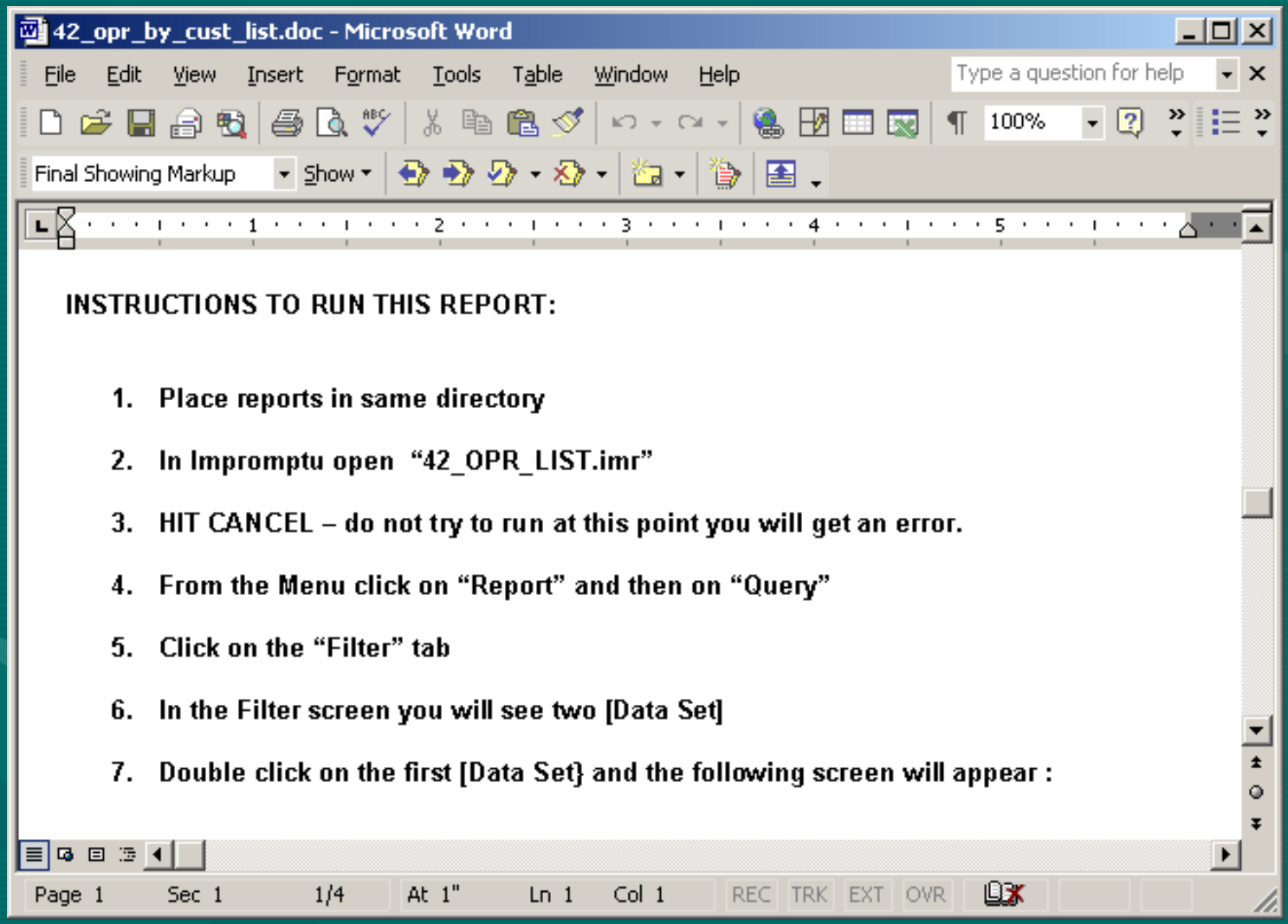
Note the Special Instructions



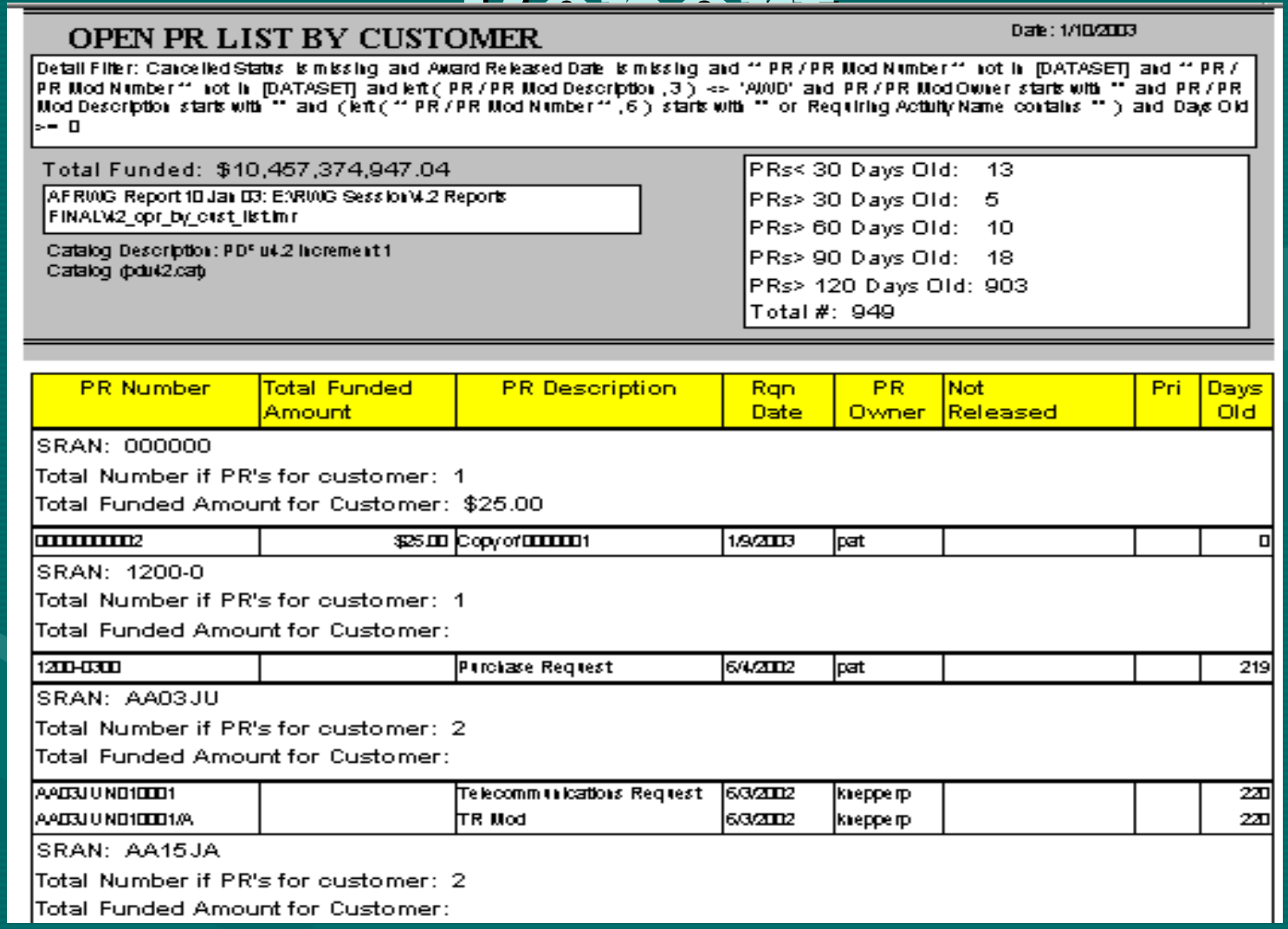
Additional Special Instructions



Instructions



Now You Can Run the Report



OPEN PR LIST BY CUSTOMER

Date: 1/10/2003

Detail Filter: Cancelled Status is missing and Award Released Date is missing and " PR / PR Mod Number " not in [DATASET] and " PR / PR Mod Number " not in [DATASET] and left (PR / PR Mod Description ,3) <> 'AWD' and PR / PR Mod Owner starts with " and PR / PR Mod Description starts with " and (left (" PR / PR Mod Number " ,6) starts with " or Requiring Activity Name contains ") and Days Old >= 0

Total Funded: $10,457,374,947.04

AFRWG Report 10 Jan 03: E:\RWG Sessions\4.2 Reports FINAL\4.2_opr_by_cust_list.mr

Catalog Description: PD² u4.2 Increment 1
Catalog (pdu42.cat)

PRs< 30 Days Old: 13
PRs> 30 Days Old: 5
PRs> 60 Days Old: 10
PRs> 90 Days Old: 18
PRs> 120 Days Old: 903
Total #: 949

PR Number	Total Funded Amount	PR Description	Rqn Date	PR Owner	Not Released	Pri	Days Old
SRAN: 000000 Total Number if PR's for customer: 1 Total Funded Amount for Customer: $25.00							
[redacted]2	$25.00	Copy of [redacted]1	1/9/2003	pat			0
SRAN: 1200-0 Total Number if PR's for customer: 1 Total Funded Amount for Customer:							
1200-0300		Purchase Request	6/4/2002	pat			219
SRAN: AA03JU Total Number if PR's for customer: 2 Total Funded Amount for Customer:							
AA03JUND10001		Telecommunications Request	6/3/2002	kneppe rp			220
AA03JUND10001/A		TR Mod	6/3/2002	kneppe rp			220
SRAN: AA15JA Total Number if PR's for customer: 2 Total Funded Amount for Customer:							

Need Help?

- Questions
- Contact your RWG MAJCOM rep
- Contact Tessie Dunaway @ DSN 872-3466
- Contact Larry Faems @ DSN 596-6090
- If you need help in another language, contact Karl Gerhards